

# TEMPORARY SIGNAGE / BANNER / TENT PERMIT REQUEST

Submit this form to:

Planning Division, Department of Beaches and Harbors  
13837 Fiji Way, Marina del Rey, CA 90292  
Telephone: (310) 305-9505 FAX: (310) 821-7856

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Lessee Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Main Lessee: \_\_\_\_\_ Parcel: \_\_\_\_\_

Address of Site: \_\_\_\_\_

**Provide a map showing the location of the requested item within the parcel.**

Start Date: \_\_\_\_\_ \*Removal Date: \_\_\_\_\_

For: \_\_\_Sign \_\_\_Banner (3x6 feet max) \_\_\_Tent\*\* \_\_\_Other: \_\_\_\_\_

**It is advised that you contact the Planning Division before you have the banner/sign made.**

**Requested Item(s) Description** (Size, quantity, color, materials, text, mounting, etc.):

For tent requests, please also submit site plan with tent drawing and dimensions. For all sign requests, all plans must identify the location, size, type of sign, materials, lettering fonts, lettering sizes, lettering colors, artwork, method of attachment, and any other embellishments. Attach additional sheet(s) if necessary.

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\$50.00 Fee Paid Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** If paying by credit card, please make payment at the Financial Services Section located at 13575 Mindanao Way or upon submittal at Planning Division office.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note that any request in excess of 60 days requires a full Design Control Board (DCB) submittal. Please request a copy of the DCB Guidelines and Checklist in this event.

\*\*Tent permit also requires approval from the Fire Department and the Los Angeles County Department of Public Works, Building and Safety Division after such request is approved by this Department.